

A-1003 H-9
SAPC-22021
Copy 2 of 5

3 December 1957

Dear Bob,

25X1A

Sometime ago this office received the attached invoices/receipts as evidence of certain hospitalization charges paid by [redacted] an employee of your organization.

25X1A

As a result of recent opinions from our comptroller and security officer, the following plan has been adopted for administering hospitalization claims originating in the field:

Contractor representatives given medical treatment or hospitalization abroad will obtain a statement of condition from the attending physician and will submit same to their respective employer through Project Headquarters.

Following a review of their claim to determine whether information of a security nature has been revealed, all papers will be forwarded to the particular company involved.

The contractor will process each claim with the explanation that the individual was in travel status on official business when hospitalized and accordingly unable to execute the necessary forms generally associated with a reimbursement claim.

In view of the procedure described above we are forwarding to you the attachments which support [redacted] claim for processing through the normal channels your company employs.

25X1A

Very truly yours,

Don

Attachments

- 1 Hospital Invoice/Receipt
- 1 Meal Invoice
- 1 Doctor's Statement

Distribution

25X1A

- 1 [redacted] Ramo Woolridge
- 2 Contr
- 3 Pers (Contr)
- 4 Pers (Procedure)
- 5 chrono
- WJC:ap

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CLARK, J. L. C. 1215
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SECRETSAPC 21441
Copy 4 of 8

19 November 1957

MEMORANDUM FOR : Project Comptroller
THROUGH : Project Personnel Officer
SUBJECT : Hospitalization Claim [REDACTED]
Ramo-Woodbridge Corporation
REFERENCE : SAPC 20022, dtd 3 October 1957

25X1A

1. Subsequent to the receipt of your referenced memorandum, the entire system of processing hospitalization claims for contractor personnel was placed under study. The following conclusions have been reached and will apply to all contractors having group plans for their employees.

- A. Contractor representatives given medical treatment or hospitalization abroad will obtain a statement of condition from the attending physician and will submit same to their respective employer through Project Headquarters.
- B. Following a review of their claim to determine whether information of a security nature has been revealed, all papers will be forwarded to the particular company involved.
- C. The contractor will process each claim with the explanation that the individual was in travel status on official business when hospitalized and accordingly unable to execute the necessary forms generally associated with a reimbursement claim. This will apply to all contractors other than those associated with the Project by the Lockheed Aircraft Corporation. Personnel in the latter category have specially prepared forms in the field for their use.

2. Some contractors have stated that they normally do not have field representatives, however, there is nothing that states they cannot have them. Therefore, such reasoning must be ruled out. Further, hospitals in the areas of Project concern are located at considerable distances from all immediate bases of operation thus eliminating security considerations from being a basis for withholding normal claim processing.

SECRET

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NO CHANGE IN CLASS.
IS DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 2011
AUTH: HR 70-2
DATE 14129 REVIEWER: G10956

SECRET

3. From a security standpoint there is no objection to Project contractor personnel identifying the particular country to which they are assigned. Every effort should be made, however, to eliminate specific mention of their base to which they are assigned. With regards to the latter, it is doubtful if it will ever be necessary to mention the base of operations in submitting a claim since local treatment, will in most cases, be under the supervision of the Detachment medical officer.

25X1A

4. With regards to the case of immediate concern it is recommended that [redacted] claim be returned to Reno-Woodbridge for normal processing through their company group plan.

25X1A

[redacted]
Assistant Project Security Officer

25X1A

[redacted]
19 November 1957

Distribution:

1-2-Addressee

3-Pers

4-2-4 (A-103)

5-Contracts

6-50/subj

7-50/read

8-R1

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SECRET

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SAPC-20022

Cy 4 of 8

3 October 1957

MEMORANDUM FOR: Assistant Project Personnel Officer

THROUGH : Project Security Officer

25X1A

SUBJECT : Hospitalization Claim [REDACTED]
Ramo-Woolbridge Corporation

1. Receipt is acknowledged of memorandum dated 1 October 1957 identified with File Ref: SAPC-19931 which pertains to the payment of a hospital claim of subject individual.

2. In order to support this claim against Government funds, it is believed necessary to show in detail the exact type of sensitive information that would be required by Ramo-Woolbridge Corporation and the insurance company handling the hospital accounts of Ramo-Woolbridge. Surely, if the Ramo-Woolbridge Corporation or the insurance company does not require information other than as shown on Air Force Form No. 1089, and the rather informal invoice identified by number 02841, there should be no security objection for the form to be processed through Ramo-Woolbridge and through all hands in the hospitalization company involved.

3. In connection with the statement made concerning additional cost to the organization if handled by Ramo-Woolbridge Corporation, it seems necessary to advise that any claim processed through the normal finance structure of Ramo-Woolbridge would be handled by personnel whose salaries are allocated to the agency contracts either on a labor hour or labor dollar basis. The expense to us could be no greater or no less regardless of whether or not Ramo-Woolbridge handles the claim with the insurance company. Definitely, if the insurance company could settle the bill, we save the entire amount thereof for the U. S. Government and the organization.

4. The claim presented has been retained pending receipt of your response to this document.

25X1A

Dist: O & 1 - Add
3 - R-W (A-103)
4 - Contracts ✓
5 - Security
6 - Finance
7 - Reading (Fin)
8 - Chrono
DNO:vt

[REDACTED]
Project Comptroller

DOCUMENT NO. 106
NO CHANGE IN CLASS X
EI DECLASSIFIED
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NEXT REVIEW DATE: 2011
AUTH: NR 70-2
DATE: 14 FEB 11

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